



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2011-2012 SES Provider Application Questions and Answers #3 *January 14, 2011*

Question #1

We are a business registered as an LLC in the state of Wyoming. We provide online tutoring to students across the U.S. and Canada. We would like to apply as an SES provider in Indiana. Are we allowed to apply as an SES Provider using our existing FEIN no. and registration or are we required to provide additional documents / obtain any other certification?

Answer #1

An applicant registered in another state can apply to become an SES Provider in Indiana using its existing Federal EIN or Tax ID number. However, Part Three, Section III Question #1 of the application shares that applicants must have documentation of their legal status with respect to conducting business in Indiana before submitting their application.

The type of formal documentation with respect to conducting business in Indiana (i.e. business license, Certificate of Authority, 501c3 documentation, sole proprietorship documentation, etc.) an applicant should submit depends on the type of organization and the location from which the organization plans to operate. For example, for profit corporations require different documentation than a non-profit organization, a sole proprietorship business requires different documentation than a corporation, etc. In addition, an organization that plans to establish offices here in Indiana would require different documentation than an organization that plans to provide services in Indiana but operate its program from another state.

As such, it is important that applicants that plan to tutor students in Indiana but operate their programs from another state or applicants that do not already have formal documentation with respect to conducting business in Indiana, contact either the Indiana Secretary of State's office and/or the Indiana City/County Government office or County Recorder's Office in the city/county in which the organization plans to operate in order to receive guidance on obtaining the appropriate documentation.